

CLASSIFICATION SPECIFICATION FOR: ASSOCIATE LIBRARIAN

Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job, and all duties described are not necessarily performed by all employees in the class.

POSITION SUMMARY

Under direction, to perform a variety of paraprofessional and professional duties in support of library functions and services. Assist in the training and work direction of new staff or personnel in lower classes. Incumbents may provide direct supervision of non-professional personnel on a relief or project basis.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from the lower class of Senior Library Assistant through the performance of a significant amount of professional librarian duties such as collection development and adult reference. It is distinguished from the higher class of Librarian through the lack of a Master of Library Science Degree and the higher incidence of paraprofessional work performed.

ESSENTIAL FUNCTIONS STATEMENTS May perform any of the duties set forth in the class specifications for the Library Assistant series. Essential responsibilities and duties may include, but are not limited to, the following:

1. Evaluate patron needs and assist patron in location information or materials.
2. Provide readers' advisory services.
3. Select library materials from assigned sections of professional review sources.
4. Weed assigned sections of the collection, and make decisions regarding replacement materials.
5. Organize and develop special collections, such as audio-visual materials, pamphlets and municipal reference materials.
6. Oversee the acquisition of library materials, including dealing with vendor representatives and maintaining the computerized database of materials on order.
7. Assist the Library Director in administrative duties such as budget preparation, monitoring of expenditures, payroll and special projects.
8. As assigned, serves on Department, Town and cooperative library system committees.
9. May catalog fiction and audio cassettes.
10. Performs related duties and responsibilities as required.

REQUIRED EDUCATION, EXPERIENCE AND TRAINING Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying.

- Bachelors Degree from an accredited college or university.
- Five years of paraprofessional library experience which provided for training in areas such as collection development and reference services.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Library services, programs and policies.
- Reference techniques and resources.
- A wide variety of reading material.
- Principles and techniques of collection development.
- Basic principles of supervision, office management and budgeting.
- Modern office equipment.

Ability to:

- Effectively apply knowledge of department programs and library principles to areas of assignment.
- Make decisions on procedural matters with only limited direction received.
- Direct the work of others.
- Work irregular hours.
- Maintain effective working relationships with those contacted in the course of work.

Each of these essential tasks must be performed individually and unassisted by other persons, since this class of employment requires an ability to work alone

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Possession of a valid State of California Class C driver's license.

PHYSICAL DEMANDS

Employees must be able to maintain physical condition necessary for sitting for prolonged periods of time; repetitively use fingers and/or wrists while twisting or applying pressure; maintain concentration and the capability to make sound decisions; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties.

WORK ENVIRONMENT

Employees work indoors in a computerized office environment, in direct contact with other Town personnel and the public.

FLSA: Non-exempt

PROPERTY INTEREST:

This classification is represented by the Town Employees Association.

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